

TOWN OF BROOKLINE
APPLICATION FOR A PERMIT TO SERVE ALCOHOLIC BEVERAGES ON
TOWN PROPERTY (NON-SALES)

Date October 13, 2011

I hereby make application for a PERMIT TO SERVE ALCOHOLIC BEVERAGES ON TOWN PROPERTY at a

Client Appreciation Reception
(state whether a meeting, banquet, concert, picnic, wedding, etc.)

Which is to be held by the Larz Anderson Auto Museum
(Name of Person or Organization)

15 Newton Street, Brookline MA 02445
(Address of Person or Organization)

On the 3rd day of November, 2011

Between the hours of 5:00 PM—10:00 PM at the following described Town property:

The Larz Anderson Auto Museum

If the applicant is an organization, complete name and address of the organization's officers:

Name: Michael Iandoli Title: President Address: 41 Phillips St. Boston

Name: John Carberry Title: Treasurer Address: 531 South St. Needham

Name: John Darack Title: Clerk Address: 96 Lakeshore Dr. Wayland

NOTE: If the answer to Questions 4, 5, 6 or 7 is yes, you do not qualify for a non-sales permit and you should seek instead a special license to sell alcohol.

1) How many cases or barrels, etc. of each type of alcoholic beverage will be made available to guests?

3 cases each wine and beer and 2 litres each other liquor

2) What is the maximum number of people to attend? 75

3) What is the age group of people to attend? 40

4) Are you charging an admission fee? NO

5) Are you charging for alcoholic beverages? NO

6) Is the event open to the public? NO

7) Are tickets to the event available for purchase? NO

8) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses of all person(s) serving alcoholic beverages.

Bartender will be provided by Root Catered Events (857) 829-1588

9) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service of alcohol training and the date(s) of any such certification or training and attach documentation pertaining to such certification or training:

Bartenders are all certified and insured

10) If any attending are under age 21, what method will be used to check ID and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

Bartenders will check ID's

11) Will a police detail or other types of security be provided? YES

If "YES" what type and how many? Brookline Police detail

12) Please state the name, address, age and 24-hour contact information of the individual (who must be at least 21 years of age) who will be physically present at the event and who will ensure compliance with all applicable federal, state and local laws, regulations, ordinances and any conditions on the permit and who will ensure the maintenance of order and decorum:

<u>Karen Hasenfus</u>	<u>58 Chester Avenue</u>	<u>Dedham MA</u>	<u>09/29/1954</u>
(Name)	(Address)		(Date of Birth)

Telephone number: (617) 522-6547

Email Address: khasenfus@larzanderson.org

This application must be accompanied by proof that the applicant has secured, and there is in effect during the period of time for which the permit is sought, a general liability policy naming the Town as the additional insured or if the general liability policy exempts alcohol related incidents or occurrences a liquor liability policy naming the Town as an additional insured.

By signing this application, the applicant absolves the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's use of Town property. By signing this application, the applicant agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the applicant's use of Town property and agrees to indemnify the Town for any expenses the Town incurs in restoring Town property to its condition prior to use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.



Signature

Name Printed

Title (if on the behalf of an Organization)

Address

Telephone number(s)

Email address(es)



CERTIFICATE OF LIABILITY INSURANCE

PNB
R022DATE (MM/DD/YYYY)
10-12-2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EASTERN INSURANCE GROUP LLC/PHS 087059 P: (866) 467-8730 F: (800) 308-5459 301 WOODS PARK DRIVE CLINTON NY 13323	CONTACT NAME: PHONE (A/C, No, Ext): (866) 467-8730 FAX (A/C, No): (800) 308-5459 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:
INSURED EUGENE DE COSTA D/B/A ROOT CATERED EVENTS 58 INTERVALE RD DEDHAM MA 02026	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Ins Co INSURER B: Twin City Fire Ins Co INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> General Liab	X		08 SBM UK6539	01/13/2011	01/13/2012	PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	N/A	08 WEC NN9024	01/13/2011	01/13/2012	E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Those usual to the Insured's Operations. Event Location: Laz Anderson Museum, 51 Newton Street, Brookline, MA 02445. Town of Brookline is an Additional Insured. See the Business Liability Coverage Form SS0008 attached to this policy for Additional Insured provisions. Event: Posternak. November 3, 2011. 70 guests.

CERTIFICATE HOLDER

TOWN OF BROOKLINE
333 WASHINGTON ST
BROOKLINE, MA 02445

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.



**Town of Brookline
Massachusetts
Brookline Police Department**

DANIEL C. O'LEARY
CHIEF OF POLICE

Liquor Licensing / Inspections
Lieutenant June Murphy
(617) 730-2659

To: Town Administrator Melvin Kleckner

Case: Museum of Transportation, 15 Newton Street

Re: All Kinds of Alcoholic Beverage One-Day License,
Thursday, November 3, 2011

Date: October 20, 2011

Sir,

The Museum of Transportation, through Events Manager Karen Hasenfus, and the contracted catering service, Root Catered Events, 58 Intervale Road, Dedham, MA 02026, #857-829-1588, has applied for an All Kinds of Alcoholic Beverage One-Day Liquor License that will be associated with a Client Appreciation Reception to be held at the Auto Museum on Thursday, November 3, 2011 between the hours of 5:00pm – 10:00pm.

This event is not open to the public and there will be no charge for alcohol. Organizers anticipate approximately seventy five (75) guests to attend this Reception. Approximately three (3) cases of wine, three (3) cases of beer and two (2) litres of each other liquor will be dispensed. Root Catered Events employs certified bartenders who will be on hand to dispense all alcoholic beverages and check identifications. A copy of their Certificate of Liability specifically listing the Larz Anderson Auto Museum and the Town of Brookline own of Brookline as an insured party for that date, November 3, 2011, has been submitted.

There is sufficient parking available along the access road abutting the Museum of Transportation, as well as the upper parking area near the skating pavilion. A uniformed police detail officer will be assigned to provide security and to manage traffic issues as they arise.

- ❑ All outside events issued a temporary liquor license will require a police detail.
- ❑ No alcoholic beverages of any kind will be allowed beyond the designated lawn area, to prevent alcoholic beverages being possessed inside Larz Anderson Park. Signs indicating such will be posted in the lawn area and at the front entrance/exit to the auto museum. Auto museum staff will be responsible for placing these signs prior to the start of each outdoor event, which is assigned a temporary liquor license.
- ❑ Bar closing time shall be no later than 11:00pm, with no alcohol on tables or in possession of patrons after 11:30pm.
- ❑ Amplified music (live band, disc jockey, karaoke, etc...) shall terminate at 11:00pm.
- ❑ Non-amplified music may play until 11:30pm. No entertainment whatsoever after 11:30pm.
- ❑ No motor vehicle will be allowed to remain on Larz Anderson Park property after the event terminates. Vehicles that remain on Larz Anderson Park property will be subjected to parking ticket violation, and towed.
- ❑ All event guests shall leave Larz Anderson Park property by midnight. Clean-up staff may remain on the premises a bit longer as required.
- ❑ The Auto Museum staff shall be responsible for fully advising those in control of distributing alcohol at events hosted at their site about the above-noted requirements.

Additional requirements that the Auto Museum compiled and agreed to on August 17, 2011 to ensure that there is no service of alcohol prior to the start time stated on their one-day liquor licenses and to prevent guests from parking their vehicles in restricted areas:

- ❑ All contracts that the Auto Museum enters into with a catering or bartending service will include a clause that specifically states that no alcohol shall be served prior to the start time listed on the one-day liquor license for that event.
- ❑ The Auto Museum, when requesting a start time for events where alcohol will be served will add in an additional one half hour prior to that start time. This will prevent any discrepancies of time between individual clocks, watches, etc. and will also alleviate any pressure that the employees of the catering or bartending service may feel on serving a guest at the start of an event. This will increase the Auto Museum's cost when any event is scheduled for four (4) hours since the minimum number of hours for detail pay changes to six (6) hours once the four (4) hour limit has been exceeded. The Auto Museum is willing to take on this cost to prevent any future problems.
- ❑ The Auto Museum will have a staff member stationed at the bar prior to the start of each event where alcohol is served. This staff person will tell the bartender when the bar can be opened and will make every attempt to use a reliable mechanism to ensure they have the correct time.
- ❑ The Auto Museum will also have a staff member monitor the driveway area at the beginning of each event to ensure that all required signs are posted and that guests

do not park in restricted areas. If they observe a guest park in a restricted area they will attempt to instruct the guest to move to a proper parking area or bring the matter to the attention of the assigned detail officer. This will also ensure that guests are not inconvenienced after an event has started.

The Auto Museum staff, prior to the issuance of a temporary liquor license, must adhere all of these requirements. There doesn't appear to be a reason to oppose the application for this All Kinds of Alcoholic Beverages Liquor License at this time, so long as all rules and regulations that pertain to the responsible service of alcohol are observed.

Respectfully submitted,

Lieutenant June Murphy